



# Residential Project Submittal Guide & Application

March 2014

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Department of Development Services  
2351 West 26<sup>th</sup> Street  
Yuma, AZ 85364  
(928) 817-5000  
[www.yumacountyaz.gov](http://www.yumacountyaz.gov)

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# Yuma County Department of Development Services Residential Project Guide

## When to Use Residential Project Guide

The Residential Project Guide, instructions, and application are used whenever a residential project is planned within the unincorporated areas of Yuma County.

## Introduction

Yuma County Department of Development Services is pleased to provide the Residential Project Guide to assist applicants through the application, review and permitting process. This guide contains all required forms to begin the review process. A complete application packet will identify all the permits required to begin a project and ensure that all submittal documents have been received. Following this guide, all the adopted codes, ordinances, and standards will reduce the turnaround time.

## Yuma County's Commitment to Service

Yuma County is committed to fair, consistent and equitable service to every applicant. Yuma County will:

1. Promote the health, safety, and welfare of Yuma County;
2. Provide limited review and comments to applicable ordinances, regulations and standards;
3. Communicate unified review comments effectively;
4. Review plans in a specified timely manner.

## Contact/Submittal Information

A Customer Service Representative will be designated as your point of contact for all Yuma County permitting. All applications and questions are to be directed to the appointed Customer Service Representative at:

### Department of Development Services

2351 West 26<sup>th</sup> Street

Yuma, AZ 85364

(928)817-5000

Website: [www.yumacountyaz.gov](http://www.yumacountyaz.gov) - Departments & Services – Development Services



# Yuma County Department of Development Services

## Residential Project Guide

### Applicant's Responsibilities

**Applicants are responsible for submitting complete, accurate applications.** The purpose of an application is to fully communicate the planned project and to demonstrate compliance with all applicable standards. Incomplete applications will be returned in their entirety to the applicant without any further action.

**Applicants are responsible for their timely responses to all review comments.** Faster responses to review comments allow the review process to continue sooner. Time spent by the applicant responding to review comments is not included in Yuma County's permit review time. If there is no response addressing all comments the application will expire 180 days from the date of the correction letter. The applicant must resubmit and begin the process again if you wish to continue with the project.

**Applicants are responsible to comply with all applicable regulations and obtain all local, state and federal permits before construction.** Residential Development can require a number of permits and approvals from federal, state, county and city agencies. Approval of one permit does not grant approval for any other permit. Verification of permit requirements is the responsibility of the applicant.

### Required Permits/Approvals

Residential Projects need to have all federal, state, county, and city reviews, permits and approvals. Permits/approvals may include:

#### **Zoning Approvals**

#### **Engineering Approvals**

*Encroachment Permits*  
*Traffic Impact Study*

#### **Flood Control Approvals**

*Grading Permits*  
*Flood Plain Use Permits*  
*ACOE (Army Corps of Engineers)*

#### **Building Safety Approval**

*Building Permits*  
**Fire Safety Approval**

#### **Environmental Health Programs**

*SWPPS(Storm Water Prevention Plan)*  
*Notice of Intent to Discharge*  
*Septic Disposal Permit*  
*Request for Discharge Authorization*  
*Well Permit*

*Yuma County will verify County requirements as part of each submittal review. County Review checklists are available on our website.*

### Applicable Ordinances and Regulations

Residential project applications and permitting shall comply with all applicable Yuma County ordinances and regulations.

#### **Yuma County Zoning Ordinance**

**Yuma County Comprehensive Plan**

**2003 International Fire Code**

**Yuma County Comprehensive Building Code**

**Arizona Administrative Code Title 18, Chapter 9**

#### **Public Works Standards for Yuma**

**County Volumes I-III**

**Floodplain Regulations for Yuma County**

**Map of the Section 208 Area Limits**

These ordinances and regulations are available on our website. [www.yumacountyaz.gov](http://www.yumacountyaz.gov)



## Yuma County Department of Development Services Residential Project Guide

### Submittal Review Timelines

Applicants must select one of two review options unless the project qualifies as a Small Project. Option 1 overall review time for Option 1 will be 35 business days and may include two substantive reviews. Overall review time for Option 2 will be 40 business days and may include 4 substantive reviews. Review timelines are outlined below.

**Administrative Review: Maximum of 10 business days (both options)**

1 <sup>st</sup> Review	5 business days	Accepted or Notice of Deficiencies
2 <sup>nd</sup> Review	5 business days	Acceptance or Denial Letter

***Substantive Review: Option 1, maximum of 25 business days***

1 <sup>st</sup> review	15 business days	Approved or Correction Letter
2 <sup>nd</sup> review	10 business days	Approved or Denial letter

***Substantive Review: Option 2, maximum of 30 business days (Subsequent Review Process only available if requested by the applicant)***

1 <sup>st</sup> Review	15 business days	Approved or Correction Letter
2 <sup>nd</sup> Review	5 business days	Approved or Correction Letter
3 <sup>rd</sup> Review	5 business days	Approved or Correction Letter
4 <sup>th</sup> Review	5 business days	Approved or Denial letter

**ALL Small Project Reviews: – Have a total maximum review time of 22 business days**

1 <sup>st</sup> Administrative Review - 5 days	Approved or Correction Letter
2 <sup>nd</sup> Administrative Review – 2 days	Approved (move to Substantive Review) Or denial letter
1 <sup>st</sup> Substantive Review – 10 days	Approved or Correction Letter
2 <sup>nd</sup> Substantive Review – 5 days	Approved or Denial Letter

(Business days defined as complete 8 hour working days; Monday through Friday not including holidays)



# Yuma County Department of Development Services

## Residential Project Guide

### Additional Help

If you need additional assistance or need to schedule a pre-development or pre-application meeting, please contact one of our customer service representatives in our main lobby, by calling (928)817-5000 or at [www.yumacountyaz.gov](http://www.yumacountyaz.gov) Development Services.

### Pre-Development Meetings Process

The Pre-Development Meeting is voluntary and instructional in nature and is to inform the applicant about development requirements and the permitting process. **These meetings are not review meetings and staff will not approve plans or waive requirements, in part or whole, at that time.**

#### Pre-Development Meeting Submittal

**A. Pre-Development Meeting Submittal consists of the following items:**

- Concept plan
- Written Scope of Work
- Fees

#### Pre-Development Scheduling

Pre-Development meetings are scheduled by contacting Customer Service at (928) 817-5000. Meetings will be scheduled on a Wednesday two weeks from the date of application acceptance. Predevelopment Meetings once held and checklist is provided will remain in effect for six (6) months from the date of the meeting.

#### Pre-Development Meeting Agenda

**Pre-Development Meetings will follow the agenda given below:**

- Introductions
- Applicant Presents Proposed Development
- Staff Reviews Permit Process
- Staff Reviews Permit Requirements
- Questions
- Applicant receives a copy of the checklist.



# Yuma County Department of Development Services Residential Project Application Instructions

## Application Instructions

Please refer to the following instructions when filling out the Application.

### A. Application Types

Check the applicable spaces for the type(s) of application requested. Provide the date of submittal.

### B. Project Name, Location & Description

1. Give the current Tax Parcel Number of the parcel being developed. Tax Parcel Number is available on the property tax statement or from the Assessor's Office.
2. Provide the address of the project.
3. Name the subdivision
4. Provide the legal description, intersection or other location description of the project.
5. Describe the proposed project
6. Provide the estimated valuation to this project.

### C. Owner Information

Provide the name and contact information of the owner or owners of record for the parcel being developed. Review comments and other correspondence will be sent to both the applicant and owner.

### D. Applicants Information

Provide the name and contact information of the person making application. This person must be the owner or authorized agent. A notarized power of attorney statement must be submitted for agent applicants. Review comments and other significant correspondence will be sent to both the applicant and owner.

### E. Contractor Information

1. Contractors name and information must be provided.
2. Provide all sub-contractors listed for this project

### F. Architect Information

1. Provide architect information

### G. Engineers Information

1. Provide engineers information.



# Yuma County Department of Development Services

## Residential Project Application Instructions

### Application Instructions (Cont.)

#### H. Site Information

##### Building, Zoning, Floodplain, Environmental, & Encroachment Compliance

1. Provide the current zoning for the parcel. Current Zoning is available from our website or the Planner on Duty.
2. Provide proposed zoning if different from current zoning. (Rezoning application may be required.)
3. Identify the distance to the nearest municipality. Developments within 3 miles of municipalities may be subject to utility service area and pre-annexation requirements. Contact neighboring municipality for requirements.
4. When applying for a Flood Plain Use Permit provide the effective flood hazard zone(s) for the parcel. Flood Hazard Zone is available from [www.msc.fema.gov](http://www.msc.fema.gov). Zone A, AE, AH, AO, floodplain use permit. Zone D may require a floodplain use permit. Zone X and X (Shaded) do not require floodplain use permits.
5. Identify any structures that exist or are planned to be constructed.
6. Indicate if a driveway exists.
7. Indicate if the existing driveway will be used.
8. Will a new driveway be created or will you be moving or expanding an existing driveway.
9. Indicate if the driveway proposed or existing is on a paved road.
10. Is there an existing curb?
11. Indicate the type of curb.
12. Indicate the septic and/or well location.

##### Dimensions and Physical Information

13. Identify the project area in acres. (43560 sq.ft./acre)
14. The area disturbed in acres.

##### Access & Utilities

15. Identify whether access is public or private. Legal ingress/egress access is required to a parcel prior to issuing permits.
16. Identify the proposed water supply. Water supplies include public and private water utilities and wells. Well permit application and Notice of Intent submitted to Arizona Department of Water Resources is required for new well.
17. Identify the proposed sewage disposal. Sewage disposal includes public and private sewage utilities and on-site disposal. Environmental Health Permit application will be required for septic systems and other on-site sewage disposal systems.
18. Identify the nearest public sewer system connection.



# Yuma County Department of Development Services

## Residential Project Application Instructions

### Application Instructions (Cont.)

#### H. Site Information(cont)

##### Access & Utilities (cont)

19. If connecting with city utilities or within the service area of a city utility, a pre-annexation agreement with the city may be required. Contact the city to determine if a pre-annexation agreement is needed.
20. If a pre-annexation agreement is needed, indicate whether it is approved with the approval date.

##### Installation Information

21. Contracted Accessories as listed on the purchase contract from the dealer.
22. Size
23. Serial Number
24. Number of bedrooms
25. Year of building found on title.
26. Rehab# located on the mobile home.
27. Manufactured home manufacturer and model.
28. The Assessors 504 number also known as AdValorem.
29. Value of the Manufactured Home. Found on the contract.
30. If in the 65db noise zone, noise abatement will be required.
31. Per OMH tie downs may be required. Provide the number.
32. Per OMH skirting may be required.
33. Foundation Type For Factory Built Building
34. Installation Cost of Factory Built Building
35. Name Occupancy Type

##### Pool Information *(when applicable)*

36. Provide the depth, length, width and Total Square feet
37. Pool square footage. (Area 1)
38. Spa square footage. (Area 2)
39. Check if gas line is installed.
40. Indicate the residential appliance.





## Yuma County Department of Development Services Residential Application

### A. Application Types

#### Guidance Meetings

Pre-Development Mtg: PD \_\_\_\_-\_\_\_\_

Date Held: \_\_\_\_\_

**Applications:** Please check the application/s for which you are applying.

Permit/Approval Requested:

Date Requested: \_\_\_\_\_

Building Permit ☐

EH Programs ☐

Zoning Permits ☐

Flood Use Permit ☐

Grading Permit ☐

Engineering Permit ☐

PROJECT TRACKING #

PRM \_\_\_\_\_

### B. Project Name, Location, & Description

1. Tax Parcel Identification Number \_\_\_\_\_

2. Location \_\_\_\_\_

3. Subdivision \_\_\_\_\_ Lot # \_\_\_\_\_

4. Legal Description SEC \_\_\_\_\_ TWP \_\_\_\_\_ RNG \_\_\_\_\_

5. Description of the project \_\_\_\_\_

6. Valuation \_\_\_\_\_

### C. Owner Information

1. Owner's Name \_\_\_\_\_

2. Owner's Address \_\_\_\_\_

3. City, State, ZIP \_\_\_\_\_ Email \_\_\_\_\_

4. Phone \_\_\_\_\_ Fax \_\_\_\_\_



## Yuma County Department of Development Services Residential Application

### D. Applicants Information

1. Owner's Name \_\_\_\_\_
2. Owner's Address \_\_\_\_\_
3. City, State, ZIP \_\_\_\_\_ Email \_\_\_\_\_
4. Phone \_\_\_\_\_ Fax \_\_\_\_\_
5. Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

### E. Contractor Information

1. Contractors Name \_\_\_\_\_  
Contractors Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
AZ Lic # \_\_\_\_\_ Class \_\_\_\_\_
2. Sub Contractor(s):
  - a. Plumbing Contractor \_\_\_\_\_ Signature \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
AZ Lic# \_\_\_\_\_ Class \_\_\_\_\_
  - b. Electric Contractor \_\_\_\_\_ Signature \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
AZ Lic # \_\_\_\_\_ Class \_\_\_\_\_
  - c. Mechanical Contractor \_\_\_\_\_ Signature \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
AZ Lic # \_\_\_\_\_ Class \_\_\_\_\_

### F. Architect Information

1. Architects Name \_\_\_\_\_  
Architects Address \_\_\_\_\_  
Phone \_\_\_\_\_



## Yuma County Department of Development Services Residential Application

### G. Engineer Information

1. Engineers Name \_\_\_\_\_  
Engineers Address \_\_\_\_\_  
Phone \_\_\_\_\_

### H. Site Information

#### Zoning, Floodplain, Environmental, & Encroachment Compliance

1. Current Zoning \_\_\_\_\_  
2. Proposed Zoning \_\_\_\_\_  
3. How far is the nearest municipality? (miles) \_\_\_\_\_  
4. Flood Hazard Zone \_\_\_\_\_  
5. Do any structures exist or are any structures proposed? Yes ☐ No ☐  
6. Does the location have an existing concrete/asphalt driveway? Yes ☐ No ☐  
7. Will the existing concrete/asphalt driveway be used? Yes ☐ No ☐  
8. Are you creating an additional driveway, expanding the existing, or relocating the existing driveway?  
Yes ☐ No ☐  
9. Does the driveway front a paved street? Yes ☐ No ☐  
10. Is there an existing curb? Yes ☐ No ☐  
11. What type of curb do you have? Vertical Curb ☐ Roll Curb ☐ Flush with Street ☐  
12. Septic on site? Yes ☐ No ☐ Well on Site? Yes ☐ No ☐ (Must be on site plan.)

#### Dimensions & Physical Information

13. Project Area (Acres) \_\_\_\_\_  
14. Disturbed Area.(Acres) \_\_\_\_\_



## Yuma County Department of Development Services Residential Application

### Access & Utilities

15. Is there legal access and is it public or private? \_\_\_\_\_
16. How is water supplied? \_\_\_\_\_
17. How is sewage disposed? \_\_\_\_\_
18. How far is the nearest public sewer system connection? \_\_\_\_\_
19. Is a pre-annexation agreement with a city required for delivery of utility service? Yes ☐ No ☐
20. If yes, has a pre-annexation agreement been approved? Yes ☐ No ☐ Date: \_\_\_\_\_

### Installation Information

21. Contracted Accessories \_\_\_\_\_
22. Size \_\_\_\_\_
23. Serial Number \_\_\_\_\_
24. Number of bedrooms \_\_\_\_\_
25. Year of Home \_\_\_\_\_
26. Rehab # \_\_\_\_\_
27. Manufacturer/Model \_\_\_\_\_ / \_\_\_\_\_
28. Ad Valorem Tax # (504) \_\_\_\_\_
29. Manufactured Home Valuation \_\_\_\_\_
30. Noise Abatement Required? Yes ☐ No ☐
31. Tie downs required? Yes ☐ No ☐ # \_\_\_\_\_
32. Skirting Required? Yes ☐ No ☐
33. Foundation type: Foundation ☐ Piers ☐ Pit ☐
34. Installation Cost of Factory Built \_\_\_\_\_
35. Occupancy Type of Factory Built \_\_\_\_\_

### Pool Information

36. Depth \_\_\_\_\_ / Length \_\_\_\_\_ / Width \_\_\_\_\_ / Total Sq Feet \_\_\_\_\_
37. Pool Square footage (Area 1) \_\_\_\_\_
38. Spa Square footage (Area 2) \_\_\_\_\_
39. Installing gas \_\_\_\_\_ 40. Residential Appl >1 & Not > 10 HP



## Yuma County Department of Development Services Residential Application

### Applicant's Certification & Acknowledgement

By signing below, I certify that:

1. I am the owner or authorized agent of the owner of the property being developed.
2. I am applying for the meetings/review(s) indicated above.
3. I have read and understand the information provided in this Application Guide.
4. This application is complete and accurate to the best of my knowledge. Submission of false information may constitute fraud, and may be punishable by fine, imprisonment, or both pursuant to A.R.S. § 13-2310.
5. I hereby request all inspections necessary to process this application, and if the permit is issued I request all inspections necessary to monitor progress, and document completion, at all stages of the work related to this permit.

By signing below, I acknowledge that:

6. Incomplete or inaccurate submittals by the owner, applicant or any other representative may result in delays, return of submittals, or denial of this application.
7. Overall timeframes are 35 business days. If the applicant agrees to Review Option 2 the overall time frame is 40 business days
8. The submittal is subject to an administrative review of 10 business days (5 business days initial review, 5 business days resubmittal review) at which time I will receive written or electronic notice if application completeness or in the case of an incomplete application a list of deficiencies that need to be corrected. An application will not pass the review for administrative completeness until all deficiencies have been met.
9. If the county does not issue a written or electronic notice of administrative completeness within the defined timeframe the submittal will be deemed administratively complete and the substantive review process begins.
10. The substantive review process is 25 business days option 1 and 30 business days option 2 . The applicant must choose one of the following options for the substantive review:  
☐ A single review option that allows for one comprehensive review and complete comprehensive correction letter requesting information; or  
☐ A supplemental request option allows for up to 4 subsequent reviews.
11. A complete response to any correspondence will be submitted to Yuma County for any subsequent reviews.
12. An applicant or agent will be sent written or electronic notice of a license approval or denial within the substantive review period.
13. Inactivity of 180 days will result in a denial.
14. All required permits must be obtained prior to any construction and that failure to obtain permits may result in fines or other penalties.



## Yuma County Department of Development Services Residential Application

### Applicant's Certification & Acknowledgement (cont'd)

15. The applicant or agent is responsible for all changes and additional time required to correct plans and/or development as a result of differences between the proposed use and what is permitted in the zoning district in which the property lies.
16. The project review process and timeframe is suspended when a project that triggers the requirement for an application for a Planning and Zoning approval will. If the Board of Supervisors approves the request contained in the application, then Development Services will resume the project review process. If the Board of Supervisors denies the request, then Development Services will consider the project to be denied.
17. An appeal protesting any denial of an application can be made to Yuma County Administrator Robert Pickels 2351 W. 26<sup>th</sup> Street. The appeal shall set forth all relevant facts pertaining to the denial must be in writing ten days from the date of the denial letter.
18. If a county does not issue to the applicant the written or electronic notice granting or denying a license within the **overall** time frame or within the mutually agreed upon time frame extension, the county SHALL refund the applicant all fees charged for reviewing the applications and SHALL excuse any fees not yet paid. The refund SHALL be made within 30 working days after the expiration of the agreed upon time frame pursuant to A.R.S. § 11-1605(J).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name /Firm

\_\_\_\_\_  
Owner ☐ Agent ☐



# Yuma County Department of Development Services

## Residential Project

## Checklists

### Checklists (complete for each application identified above)

Please complete the Number Submitted column for each Submittal Requirement.

#### Building Permit Checklist

Submittal Requirement	Format	Required Number of Copies/Amount	Number Submitted
Scaled Site Plan	8 ½ x 11	3	
Construction Documents	Any Legible, Reproducible Format	3	
Plan Check Fees		75% of the 65% plan review fees payable at submittal.	
Fees	Cash check Credit	Calculated using current fee schedule payable at time of issuance.	



# Yuma County Department of Development Services

## Residential Project Checklists

### Planning and Zoning Checklist

Application for:

Rezoning ☐ Special Use Permit ☐ Minor Amendment ☐ Major Amendment ☐ Variance ☐

Land Division Permit ☐ Zoning Clearance Application ☐ Temporary Use Permit ☐

Temporary Special Use Permit ☐ Commission Initiative ☐

Submittal Requirement	Format	Required Number of Copies/Amount	Number Submitted
Scaled Site Plan	8 ½ x 11 PDF/Electronic	3	
Power of Attorney	8 ½ x 11 PDF/Electronic	1	
Fees	Check, Cash, Credit	As defined in the current fee schedule for each application.	





# Yuma County Department of Development Services

## Residential Project

### Checklists

#### Engineering Checklist

Submittal Requirement	Format	Required Number of Copies/Amount	Number Submitted
Scaled Site Plan	8 ½ x 11 (small project) 11 x 17 (large)	1	
Civil Plans	24 x 36	4	
Traffic Control Plans	24 x 36	4	
Fees		As defined in the current fee schedule. Payable at issue.	



# Yuma County Department of Development Services

## Residential Project

## Checklists

### Flood Control Checklist

Submittal Requirement	Format	Required Number of Copies/Amount	Number Submitted
Civil Plans	24x36	4	
Drainage Report	24x36	4	
Grading Plan	24x36	4	
Flood Elevation Plan		4	
Fees	Check/Cash/Credit	\$100 Grading \$135 Flood Plain Use	



# Yuma County Department of Development Services

## Residential Project

## Checklists

### Environmental Programs

Septic System Submittal Requirement	Format	Required Number of Copies/Amount	Number Submitted
Scaled Site Plan	8 ½ x 11	3	
Notice of Intent to Discharge	Forms provided	1	
Request for Discharge	Forms provided	1	
Site Review fees	Cash, check, credit	As defined by the current fee schedule.	
Well Submittal Requirement	Format	Required Number of Copies/Amount	Number Submitted
Scaled Site Plans	8 1/2 x 11	2	
Arizona Department of Water Resources	Form provided (DWR 55-40)	2	
Fees	Cash, Check, Money order	\$150.00	
Storm water Prevention Plan	Format	Required Number of Copies/Amount	Number Submitted
SWPP	8 1/2 x 11	1	

## OFFICE USE ONLY

PRM #: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

DATE INITIALIZED \_\_\_\_\_

OWNERS NAME: \_\_\_\_\_

<i>PERMTI #'S</i>	<i>ASSOCIATED A/P/D</i>	<i>FEES PAID</i>	<i>FEES OWED</i>	<i>POC INITIALS</i>
BUILDING PERMIT				
MH PERMIT				
POOL PERMIT				
EH PERMIT				
ZONING PERMITS				
FLOOD CONTROL				
GRADING PERMITS				
ENGINEERING PERMITS				
TOTAL FEES				